



JOB DESCRIPTION

Position: Master Scheduler	Revision Date: September 9, 2022
Reports to: Global Procurement Manager	Department: Procurement

Purpose and Scope:

To plan, organize, arrange, and schedule all production lines including detailed configured machine schedules and machine work order distribution. This is administered by balancing operations and sales/customer requirements, including short- and long-term planning with considerations for material/supply chain tracking.

Core Competencies

<ul style="list-style-type: none"> • Communication Skill 	<ul style="list-style-type: none"> • Problem Solving
<ul style="list-style-type: none"> • Teamwork 	<ul style="list-style-type: none"> • Time Management
<ul style="list-style-type: none"> • Decision making 	<ul style="list-style-type: none"> • Microsoft
<ul style="list-style-type: none"> • Customer Focus 	<ul style="list-style-type: none"> • ERP

Responsibilities

Key Responsibilities

- Create build plans to balance production supply with sales demand
- Manage configured finish goods inventory levels
- Track global finish goods levels relative to firm orders and adjust schedules to maintain target inventory
- Manage scheduling constraints through build/sales planning analysis
- Create configured model forecasts in MRP based on historic trends
- Manage customer build allocations to align with sales forecast
- Create production schedules from build plans, ensuring customer priorities and finish goods mix is controlled
- Communicate schedule releases and changes, issue work orders on a timely basis for all production lines and plant
- Work with Sales, Production and Materials group to ensure attainable schedules are released and they meet customer requirements
- Co-ordinate and monitor the movement of parts within the establishment and ensure that supplies, materials, and products are shipped and received on schedule
- Maintain critical component tracking, communicate, and respond to supply delays
- Maintain MRP forecast module with related volume and option mix percentages
- Process changes orders in MRP, ensuring both work order and inventory transaction are accurate
- Generated recommendation for minimum inventory levels
- Create tracking reports for option usage and related customer to model profiles
- Create management reports as required to communicate sales, production, and inventory levels
- Coordinate cross-function meeting with the Sales groups and Operational groups to ensure alignment with supply and demand
- Work cross-functionally with Engineering, Marketing, Project Management etc. to align with product development activities
- Perform other tasks/duties as assigned

Job Specifications

Knowledge & Skill

- 3 to 5 years demonstrated hands on experience in production control and planning.

- 3 to 5 years' experience in scheduling multiple customer product lines in an automotive manufacturing environment
- Post-secondary education
- Working knowledge on IQMS or other ERP/MRP systems would be beneficial
- Working knowledge or experience on APQP would be beneficial
- Basic Knowledge of IATF 16949 requirements
- Knowledge of Automotive order / release systems
- Advanced level of MS Word and Excel
- Excellent oral and written communication skills
- Additional skills through professional inventory control accreditation also desirable
- Formalized education in the supply chain field would be beneficial
- Demonstrated organizational skills and be able to work independently with the ability to prioritize and multitask in a fast-paced environment

Training and Development Opportunities

- WHIMS
- AODA training
- Workplace Harassment training
- Health & Safety Awareness training
- Computerized inventory system - IQMS